



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.lacounty.gov>

DAVID E. JANSSEN  
Chief Administrative Officer

February 1, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS MANAGEMENT  
APPOINTMENT EXCEEDING TEN PERCENT INCREASE**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Executive Office of the Board of Supervisors' request to appoint Mr. Mark Delgado to the position of Executive Director, Countywide Criminal Justice Coordination Committee (CCJCC) with a salary of \$8,012 monthly and/or \$96,144 annually. The requested salary would place Mr. Delgado within the first quartile of Range 12 and would provide for a 14.0 percent increase over the current base salary of \$7,028 monthly and/or \$84,336 annually.

Mr. Delgado will fill the budgeted Executive Director, CCJCC item and be responsible for the development and implementation of multi-agency strategic plans, policy initiatives, special programs and pilot projects to improve the effectiveness and efficiency of the criminal justice system. Mr. Delgado will also be responsible for directing the work of subcommittees, working groups and task forces in the development and implementation of multi-jurisdiction strategies and programs.

Mr. Delgado has a Bachelor of Arts in Politics from Princeton University and has over nine years of experience in the Los Angeles County District Attorney's Office working on a wide range of criminal justice issues. In addition, he has served on a number of interagency task forces that were organized by the CCJCC. Mr. Delgado also facilitated the creation of the Los Angeles County Prosecutors Association which provides an avenue for prosecutors to discuss criminal justice issues. He is currently an Assistant Chief Field Deputy for the District Attorney's Office.

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The current Executive Director of CCJCC is retiring in March 2007. Due to the complexity of the CCJCC, a new Executive Director must be appointed immediately to facilitate the transition. Based upon the information provided by the Department, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by February 15, 2007, we will authorize the Department to proceed with this appointment.

Please contact me, or your staff may contact David Wei of my staff at (213) 893-2534 if you require additional information.

DEJ:DL:SK  
DD:DW:kd

Attachment

c: Executive Officer, Board of Supervisors

Mark Delgado.bm.doc



SACHI A. HAMAI  
EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

### MEMBERS OF THE BOARD

GLORIA MOLINA

YVONNE B. BURKE

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

January 29, 2007

TO: David E. Janssen  
Chief Administrative Officer

FROM: Sachi A. Hamai *[Signature]*  
Executive Officer

SUBJECT: REQUEST TO FILL – EXECUTIVE DIRECTOR, COUNTYWIDE  
CRIMINAL JUSTICE COORDINATION COMMITTEE (CCJCC)

This is to request approval to promote Mark Delgado, currently an Assistant Chief Field Deputy (Item No. 1822A) in the Los Angeles County District Attorney's Office (DA), to the position of Executive Director, CCJCC (Item No. 1067A). In addition, we are requesting approval to provide Mr. Delgado with a 14% salary adjustment, increasing his monthly salary from \$7028 to \$8012, which is in the First Quartile of Range 12. Mr. Delgado is reachable on the eligible register.

Mr. Delgado is qualified for this position based on his experience and education. Specifically, Mr. Delgado has a Bachelor of Arts in Politics from Princeton University and he has over nine years of experience in the DA's office working on a wide range of criminal justice issues relative to Los Angeles County. In addition, he has served on a number of interagency task forces that were organized by the CCJCC. Mr. Delgado also facilitated the creation of the Los Angeles County Prosecutors Association which provides an avenue for prosecutors from agencies throughout Los Angeles County to discuss criminal justice issues.

A copy of Mr. Delgado's resume is attached for your review.

### **ESSENTIAL JOB FUNCTIONS:**

This position is responsible for the development and implementation of multi-agency strategic plans, policy initiatives, special programs and pilot projects to improve the effectiveness and efficiency of the criminal justice system. The Executive Director, CCJCC directs the work of subcommittees, working groups and task forces in the development and implementation of multi-jurisdiction strategies and programs to

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improve the administration of justice in the County as well as directs CCJCC staff in the operations, administration and financial management of grant-funded programs. In addition, the Executive Director, CCJCC is essential to the development and implementation of strategies to generate outside revenue for County justice agencies and programs, directing the implementation of special studies and outside research on local justice system issues and coordinating the development of automated criminal justice information systems.

**IMPACT IF AUTHORIZATION IS DENIED:**

The current Executive Director of CCJCC is retiring in March 2007, and a new Executive Director must be appointed to continue the mission of CCJCC. Due to the complexity of the CCJCC, it is essential that Mr. Delgado be hired immediately to allow for a sufficient transition. If this request is denied the level of services provided to the CCJCC and the implementation of CCJCC's priorities will be delayed.

**FISCAL IMPACT:**

The expenditure for this item will be financed out of the Board of Supervisors Executive Office's budget allocation. The Executive Office is projecting a Salary and Employee Benefit surplus which will be used to offset the additional costs prior to the retirement of the current Executive Director, CCJCC in March 2007.

If you have any questions or need additional information, please call me at (213) 974-1401 or your staff may call Don Ashton of my staff at (213) 974-1419.

Thank you for your assistance in this matter.

SAH:jp

Attachment

c: David Wei ✓  
Don Ashton  
Sharon Robinson

## Mark M. Delgado

### **EMPLOYMENT HISTORY**

April 2005 – present (20 months)

**Assistant Chief Field Deputy, Los Angeles County District Attorney's Office**

- Manage/supervise the District Attorney's Community Outreach Unit, which addresses a wide range of criminal justice issues throughout Los Angeles County
  - Field deputies in the unit serve as liaisons between the office and other criminal justice agencies, community groups, and the public. Staff work on a wide range of criminal justice issues that impact Los Angeles County, such as gang crime, the increased use of DNA evidence, consumer protection issues, elder abuse, Internet safety for children, etc. Staff also serve on a number of interagency task forces and collaboratives, such as regional gang task forces organized by the Countywide Criminal Justice Coordination Committee.
- Develop, coordinate, and organize initiatives and conferences to address countywide criminal justice issues
  - Help coordinate and implement educational forums to increase awareness of the importance of DNA evidence, chronic truancy symposium, identity theft and other issues.
- Maintain the Los Angeles County Domestic Violence Hotline, which is administered by the District Attorney's Office
  - Coordinated the expansion of the Hotline in 2004 to serve callers in 11 different languages.
  - Led the Community Outreach effort to find funds for an advertising campaign launched in October 2006 that will reach all supervisorial districts within the next year.
- Direct the development of a countywide elder abuse prevention program
- Direct the implementation of "Protecting Our Kids," the District Attorney's award-winning Internet safety program
- Represent the District Attorney's Office at local, state, and national forums
  - Presented on crime prevention programs at the 2006 National Conference on Juvenile Justice hosted by the National District Attorneys Association and the National Council of Juvenile and Family Court Judges.
  - Participate in CCJCC's monthly Interagency Gang Task Force meetings.
- Develop presentations and presentation material for novel prosecution programs
  - Created presentations given to the Quality and Productivity Commission on the Juvenile Offender Intervention Network and Fraud Interdiction Program, which earned the Commission's Golden Eagle Award and Silver Eagle Award, respectively.
  - Generate content for the library of pamphlets available through the District Attorney's Office.
- Supervise the office Webmaster
  - Responsible for maintaining content for the District Attorney's Web site.
- Continue to perform traditional field deputy duties, as described below

May 2000 – April 2005 (60 months)

**Field Deputy – Community Outreach Unit, Los Angeles County District Attorney's Office**

- Facilitated the creation of the Los Angeles County Prosecutors Association (CPA) and served as administrative staff to implement its priorities
  - CPA is a first-of-its-kind association for elected prosecutors and their staffs from agencies throughout Los Angeles County to discuss criminal justice issues.
- Staffed meetings of the Southern California Elected District Attorneys Association
- Coordinated partnerships with government agencies and community organizations to develop crime prevention initiatives

- Chaired steering committee meetings of the Los Angeles County GED Initiative, an alternative sentencing program for non-violent felony offenders. Members of the steering committee included representatives from the District Attorney's Office, Public Defender's Office, courts, probation department, educational institutions, and clergy.
- Assisted with the creation of the San Fernando Valley Hate Crimes Alliance, which included representatives from law enforcement, prosecuting agencies, legislators' offices, educational institutions, and others.
- Helped coordinate the District Attorney's Blue Ribbon Committee review of all office crime prevention programs
- Served as administrative staff for the District Attorney's Crime Prevention Foundation, which met quarterly to augment crime prevention programs in the office
- Represented the District Attorney's Office at community events and meetings on justice-related issues
  - Participated in Interagency Gang Task Force meetings.
  - Presented on office programs to the County Quality and Productivity Commission for funding opportunities.
  - Made presentations to public agencies and community groups on crime prevention issues.
  - Worked with business associations to address various crime concerns.
  - Represented the District Attorney's Office at the 2004 National Crime Prevention Coalition Conference.
- Drafted remarks for the District Attorney for press conferences and public speeches
- Generated correspondence and office-wide memorandums on behalf of the District Attorney
- Facilitated the launch of public education campaigns regarding DNA analysis needs and the unauthorized practice of law
- Developed/cultivated concepts for crime prevention programs and assisted with their implementation
  - Coordinated the expansion of the Los Angeles County Domestic Violence Hotline.
  - Directed the production of a promotional video on RESCUE, an office administered mentoring program.
  - Helped create "Protecting Our Kids," an Internet safety program.
  - Facilitated the evaluation of Project L.E.A.D., a crime prevention program for at-risk fifth-grade students.
- Developed crime prevention literature for countywide distribution
- Facilitated communication within the office and with the general public
  - Developed and organize content for the entire District Attorney's Office Web site.
  - Serve as Editor for *D.A. File*, the office newsletter.
  - Reported to the District Attorney administration on Board of Supervisor meetings and actions.

June '99 – May '00 (13 months)

**Administrative Assistant II – Los Angeles County District Attorney's Office**

- Worked in a Field Deputy capacity for the District Attorney's Office, as described above (received an out-of-class bonus)

Oct. '97 – June '99 (20 months)

**Administrative Assistant I – Bureau of Crime Prevention & Youth Services, Los Angeles County District Attorney's Office**

- Served as co-administrator of RESCUE, a countywide grant-funded mentoring program for at-risk youth
- Implemented RESCUE in close cooperation with various school districts and the Los Angeles County Fire Department
- Developed training curriculum for program mentors
- Analyzed and made recommendations on a variety of crime prevention issues and programs
- Assisted with the content development and production of various crime prevention videos

Sept. '95 – April '96 (8 months)

**Independent Research, Princeton University**

- Completed 90-page thesis on a significant community issue in Los Angeles County – *Mexican American Voting in California*

Sept. '94 – June '96 (18 months)

**Student Worker – Department of Public Safety, Princeton University**

June '94 – Aug. '94 and June '93 – Aug. '93 (6 months)

**Worksite Monitor – Los Angeles County Office of Education**

- Recruited and enrolled students in federally-funded crime prevention/employment program
- Worked closely with private industry and community leaders to implement program within the county and City of Los Angeles
- Developed worksites for student participants
- Counseled students and mediated student/work supervisor conflicts
- Formulated strategic recommendations to increase program's efficiency and success

Sept. '93 – Jan. '94

**Teacher's Aide – Los Angeles County Office of Education**

- Worked with classroom teachers at Canyon View Elementary School to cultivate students' academic skills
- Collaborated with school administrators and employees of McKinley Home for Boys to offer after-school enrichment activities

Sept. '91 – May '92

**Student Worker – Firestone Library, Princeton University**

## **EDUCATION**

**Princeton University** Bachelor of Arts: Politics, June 1996

**Don Bosco Technical Institute** Dual program of college preparatory coursework and Materials Science technology

## **PERSONAL**

May '96 – present	Princeton Club of Southern California – Member
March '97 – present	Princeton Alumni Schools Committee – Member/Local Admissions Interviewer
October '01 – present	Latino Prosecutors Association – Member
October '01 – present	District Attorney's Project L.E.A.D. – Volunteer Facilitator
December '03	Pasadena Citizens Police Academy – Graduate